



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK/
REGPUBSAFETYINST 12451.2
N02MS
1 MAY 2001

NAVPHIBASELCREEK/REGPUBSAFETY INSTRUCTION 12451.2

Subj: DELEGATION OF AUTHORITY TO APPROVE CIVILIAN INCENTIVE
AWARDS

Ref: (a) HRO Manual, Chap. 451

1. Purpose. To delegate authority to Naval Amphibious Base Little Creek (NAVPHIBASELCREEK)/Regional Public Safety (REGPUBSAFETY) managers and supervisors to act as deciding officials in civilian incentive awards. Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.
2. Scope. The provisions of this instruction are applicable to all appropriated fund employees assigned to NAVPHIBASELCREEK/REGPUBSAFETY staff.
3. Cancellation. NAVPHIBASELCREEKINST 12451.1 is hereby cancelled.
4. Background. The Civilian Incentive Awards Program is designed to motivate employees and teams of employees to increase productivity by recognizing their contributions of creativity, efficiency, economy, and effectiveness. Procedures set forth in reference (a), and this instruction shall be adhered to for approving incentive awards for NAVPHIBASELCREEK/REGPUBSAFETY civilian personnel.
5. Delegation of Authority. In accordance with reference (a), the following delegations of authority apply.
 - a. Directors, Department Heads and Special Assistants shall:
 - (1) Endorse and approve lower level awards (as specified in paragraphs b. and c. below)
 - (2) Ensure adequate funds are available and within budgetary limits.

NAVPHIBASELCREEK/
REGPUBSAFETYINST 12451.2

01 MAY 2001

b. Installation Commander (IC) Department heads and Special Assistants are not delegated approval authority and will obtain authorization from the Executive Officer.

c. Public Safety Program directors in the Regional Security, Fire Rescue, and OSH Directorates are delegated authority to approve the following lower level recognition and monetary awards: Citations; Time Off Awards; Special Act Awards, Special Act or Service (On-the-Spot) Awards, Suggestions Awards, and Quality Step Increases. Other forms of recognition, such as the DON Meritorious Civilian Service Award require approval by the Commanding Officer.

6. Review Responsibility. The Management Support Office (N02MS) is responsible for the review and updating of this instruction.


W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB - Case A

Stocked by:

Commanding Officer
Naval Amphibious Base Little Creek
2600 Tarawa Court, Suite 100
Norfolk, VA 23521-3229